



**KEYSTONE OAKS SCHOOL DISTRICT**  
**1000 Kelton Avenue**  
**Pittsburgh, PA 15216**

**BOARD OF SCHOOL DIRECTORS**

**BUSINESS/LEGISLATIVE MEETING**

**TUESDAY, SEPTEMBER 20, 2016**  
**7:00 PM**

**KEYSTONE OAKS SCHOOL DISTRICT  
SCHOOL DIRECTORS' CALENDAR OF COMING EVENTS**

**September 20, 2016 – Business/Legislative Meeting**

**7:00 PM      Meeting**

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Approval of Reports
- Public Comment
- Adjournment

**October 11, 2016 –Work Session**

**7:00 PM      Meeting**

- Call to Order – President
- Pledge of Allegiance
- Public Comment
- Review of Reports
- Public Comment
- Adjournment

# BOARD PRESIDENT'S REPORT

September 20, 2016

Ms. Patricia Ann Shaw

## BOARD ACTION REQUESTED

### I. BOARD MINUTES

It is recommended that the Board approve the Work Session Minutes of August 9, 2016, and the Business/Legislative Minutes of August 16, 2016.

### II. ADMINISTRATIVE EMPLOYEE COMPENSATION AND PERFORMANCE PLAN (ACT 93)

It is recommended that the Board approve the *Administrative Employee Compensation and Performance Plan (Act 93)*, effective July 1, 2016 through June 30, 2019.

## FOR INFORMATION ONLY

- |   |   |
|---|---|
| I. Parkway West Career and Technology Center Report | <i>Ms. Annie Shaw</i><br><i>Mr. Donald Howard - Alternate</i> |
| II. SHASDA Report                                   | <i>Ms. Raeann Lindsey</i>                                     |
| III. Golden Wings Foundation, Inc. Report           | <i>Mr. Donald Howard</i>                                      |
| IV. PSBA/Legislative Report                         | <i>Mr. Donald Howard</i>                                      |
| V. Castle Shannon Borough Council Minutes           | <i>(Available Online)</i>                                     |
| VI. Dormont Borough Council Minutes                 | <i>(Available Online)</i>                                     |
| VII. Green Tree Borough Council Minutes             | <i>(Available Online)</i>                                     |

### VIII. EXECUTIVE SESSION

# SUPERINTENDENT'S REPORT

September 20, 2016

Dr. William P. Stropkaj

## BOARD ACTION REQUESTED

### I. PROJECT SUCCEED CONTRACT – PROGRAM DIRECTOR 2016/2017

The Administration recommends that the Board approve the *Project Succeed Contract for Employment* of Joel Vanucci as Program Director for the 2016/2017 school year.

### II. REMOVAL OF POLICY

In compliance with *Board Policy No. 003: Functions*, it is recommended that the Board abolish the following policy:

- **Board Policy No. 429: *Substitute Compensation***

### III. PROFESSIONAL DEVELOPMENT

It is recommended that the Board approve the following conference request:

<b>Dr. William Stropkaj</b>	Harvard Graduate School of Education's	\$2,900.00
<b>Dr. Shannon Varley</b>	Project Zero – "Making Innovating Learning"	(\$725.00 each)
<b>Aaron Smith</b>	Pittsburgh, PA	
<b>Brian Werner</b>	Quaker Valley Middle School	
	May 12-13, 2017	

# EDUCATION REPORT

September 20, 2016

Ms. Raeann Lindsey, Chairperson

## BOARD ACTION REQUESTED

### I. UNUSABLE AND UNNECESSARY TEXTBOOKS

The Administration recommends declaring the following textbooks unusable and unnecessary:

<u>Textbook</u>	<u>Publisher</u>	<u>Copies</u>
1. Elements of Literature	Holt 2005	150
2. Literature	Prentice Hall 2005	70 each – Grades 6 & 7
3. Middle School Math Course 1	Holt 2004	110
4. Middle Sschool Math Course 2	Holt 2004	200
5. Pre-Algebra	Holt 2004	214

### For Information Only

Dr. Varley is currently working on selling any books if possible; if the books cannot sell, they will be used for internal projects, recycling, or donated to a good cause.

# **PUPIL PERSONNEL REPORT**

**September 20, 2016**

**Dr. William Stropkaj**

## **BOARD ACTION REQUESTED**

### **I. MEDPRO WASTE DISPOSAL, LLC**

The Administration recommends that the Board approve MedPro Waste Disposal, LLC to secure the collection, transportation, treatment and disposal of all regulated medical waste (except non-conforming waste) at a cost of \$160.00 every six (6) months.

# PERSONNEL REPORT

September 20, 2016

Mr. David Hommrich, Chairperson

## BOARD ACTION REQUESTED

### I. RESIGNATIONS

It is recommended that the Board accept the resignations of the following individuals:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
James Helbig	Custodian, KOHS	September 12, 2016
Jodi Hoffmann	Food Service	August 24, 2016
Eileen Shields	Food Service	September 12, 2016

### II. APPOINTMENTS

#### 1. Professional Employee

In compliance with *Board Policy No. 850 – Employment of District Staff*, and the *Keystone Oaks Education Association Agreement 2011-2016*, the Administration recommends the employment of:

**Valerie Moore**  
Third Grade-Myrtle Elementary School  
August 25, 2016  
Salary-\$43,500.00 (M, Level 16)

#### 2. Long-Term Substitute

In compliance with *Board Policy No. 405 – Employment of Substitute Professional Employees*, the Administration recommends the employment of:

**Kaitlin Hensel**  
Kindergarten – Myrtle Elementary School  
Salary – \$43,000.00 (B+24, Level 16) (Prorated)  
Effective – September 1, 2016

#### 3. Cyber School Program

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016*, it is recommended that the Board approve the following individuals as Cyber School teachers for the 2016/2017 school year:

<b>Jennifer Bogdanski</b>	English
<b>Mark Elphinstone</b>	Special Education
<b>Ken Hustava</b>	Physical Education
<b>Joshua Kirchner</b>	Mathematics
<b>Joan Young</b>	Social Studies
<b>Allyson Becker</b>	Science

The range of pay is between \$27.83 and \$44.12 per period based on years of service to the District.

**4. Project Succeed**

It is recommended that the Board approve the following individual as a Project Succeed instructor for the 2016/2017 school year:

<b>Annamarie Wyland</b>	Science
-------------------------	---------

**5. Recall of Furloughed Paraprofessionals**

It is recommended that the Board approve the recall from furloughed status of the following paraprofessionals as of the date indicated:

<u>Name</u>	<u>Return Date</u>
<b>Christine Casto</b>	August 29, 2016
<b>John Foster</b>	September 12, 2016
<b>Karen MacKay</b>	To Be Determined
<b>Sherri Welsh</b>	September 12, 2016

**6. Substitute Custodians**

In compliance with *Board Policy No. 505- Employment of Substitute and Short-Term Employees and the Keystone Oaks Service Employees International Union Agreement 2009-2017*, it is recommended that the Board approve the following individuals as substitute custodians pending receipt of all required legal documents and clearances at a pay rate of \$10.50 per hour:

<b>Daniel Amman</b>	Effective August 23, 2016
<b>Edward Keating</b>	Effective August 8, 2016
<b>Thadeus Weitershausen</b>	Effective August 23, 2016

**7. Food Service Personnel**

In compliance with *Board Policy No. 850 – Employment of District Staff*, it is recommended that the Board approve the following individuals as Food Service



employees pending receipt of all required legal documents and clearances, for the 2016/2017 school year:

<u>Name</u>	<u>School</u>	<u>Hourly Wage</u>
<b>Tina Blodgett-Darr</b>	Middle School	\$ 9.00
<b>Amy Jo Dietz</b>	Middle School	\$ 9.00
<b>Carole Salvato</b>	High School	\$ 9.00

**8. Athletic Coaches**

In compliance with the *Keystone Oaks Education Association Agreement 2011-2016, Keystone Oaks Educational Association 2011-2016, Article XXVIII, Section B – Athletic Positions and Compensation*, it is recommended that the Board approve the following individuals as coaches for Fall sports, pending receipt of all legal documents and clearances, for the 2016/2017 school year:

<u>Coach</u>	<u>Sport</u>	<u>Compensation</u>
<b>John McCarthy</b>	Boys Soccer Assist. Varsity Coach	\$3,270.00
<b>Donda Snell</b>	KOMS Volleyball Coach	\$2,455.00
<b>David Cortez</b>	Football Coach	Volunteer

**9. Approval of Activities - Sponsors and Stipends**

In compliance with the *Keystone Oaks Educational Association 2011-2016, Article XXVIII, Section C – Activities Positions and Compensation*, it is recommended that the following individuals be approved as sponsors for the 2016/2017 school year:

<u>Employee</u>	<u>Position</u>	<u>Compensation</u>
<b>Michelle McSwigan</b>	Academic Competition	\$1,300.00
<b>OPEN</b>	Adventure Club	\$1,100.00
<b>Heather Hakos-Hruby</b>	Art Club	\$1,100.00
<b>William Eibeck</b>	Auditorium Director	\$2,650.00
<b>Shane Hallam</b>	Auditorium Director	\$2,650.00
<b>Andrew Bochicchio</b>	Best Buddy Club – MS	\$ 550.00
<b>Stephen McCormick</b>	Best Buddy Club – MS	\$ 550.00
<b>Joyelle Galiszewski</b>	Best Friends Club	\$1,100.00
<b>William Eibeck</b>	Choir (Chorus)	\$1,100.00
<b>William Eibeck</b>	Concert Band	\$1,100.00
<b>William Eibeck</b>	Marching Band	\$4,700.00
<b>Diana Vitenas</b>	Environmental Club-HS	\$1,100.00
<b>Kelly Connolly</b>	Forensics – High School	\$3,050.00
<b>Judith Copenheaver</b>	Forensics – High School	\$3,050.00
<b>Kelly Connolly</b>	Forensics – Middle School	\$3,050.00
<b>Julie O’Mara</b>	French Club	\$1,100.00

<b>Beth Smith</b>	Future Business Leaders	\$1,650.00
<b>Rebekah Brooks</b>	GSA Club	\$1,100.00
<b>Linda Celli</b>	HS Yearbook	\$2,950.00
<b>Beth Smith</b>	Junior Class	\$1,100.00
<b>Kim Smykal</b>	Keynote	\$1,650.00
<b>Teresa Limerick</b>	KOTV Video Club	\$1,100.00
<b>Josh Kirchner</b>	Math Club	\$1,100.00
<b>Judi Fritz</b>	Medical Careers	\$1,100.00
<b>OPEN</b>	MS Musical	\$2,325.00
<b>Lisa McMahon</b>	MS Outdoor Environment	\$1,100.00
<b>Sarah Hardner</b>	MS Yearbook	\$1,100.00
<b>Amy Torcaso</b>	MS Yearbook	\$1,100.00
<b>Nancy Kraemer</b>	Modern Dance	\$1,100.00
<b>Suzanne Deemer</b>	National Honor Society	\$1,100.00
<b>Jessica Dobson</b>	Odyssey of the Mind	\$3,050.00
<b>Kelly Connolly</b>	Pep Club	\$1,100.00
<b>Madeline Kay</b>	PJAS – High School	\$2,950.00
<b>Diane Flaherty</b>	PJAS Assistant	\$1,650.00
<b>Ben Stewart</b>	PJAS – Middle School	\$3,050.00
<b>Nancy Kraemer</b>	SADD	\$1,100.00
<b>Michelle McSwigan</b>	Science Club	\$1,100.00
<b>Beth Smith</b>	Senior Class/Prom	\$1,100.00
<b>Lisa Forlini</b>	Spanish Club	\$1,100.00
<b>William Eibeck</b>	Stage Crew	\$1,100.00
<b>Nick Kamberis</b>	Strength Club	\$1,100.00
<b>Jennifer Tom</b>	Students-In-Action	\$1,300.00
<b>Joan Young</b>	Student Senate	\$1,100.00
<b>Michael Magri</b>	Technology Club	\$1,100.00
<b>Nancy Kraemer</b>	Varieties	\$2,950.00
<b>Paul Kirsch</b>	Young Marines	\$ 550.00
<b>Bettina Radcliff</b>	Young Marines	\$ 550.00

**Bus Duty**

<b>Michael Magri</b>	Middle/High School – AM	\$1,350.00
<b>Dennis Sarchet</b>	Middle/High School – AM	\$1,350.00
<b>Andrew Bocchicchio</b>	Middle/High School – AM	\$1,350.00
<b>Shane Hallam</b>	Middle/High School – AM	\$1,350.00
<b>Steve McCormick</b>	Middle/High School – AM	\$1,350.00
<b>Jen Bogdanski</b>	Middle/High School – PM	\$1,350.00
<b>Cynthia Soberg</b>	Middle/High School – PM	\$1,350.00
<b>Michele Lowers</b>	Middle/High School – PM	\$1,350.00
<b>Diana Vitenas</b>	Middle/High School – PM	\$1,350.00
<b>Bill Opperman</b>	Aiken Elementary	\$ 675.00
<b>Jennifer Watenpool</b>	Aiken Elementary	\$ 675.00

<b>Lori DeMartino</b>	Dormont Elementary	\$1,350.00
<b>Patricia Peterson</b>	Dormont Elementary	\$1,350.00
<b>Kristie Rosgone</b>	Myrtle Elementary	\$1,350.00
<b>Lauren Obringer</b>	Myrtle Elementary	\$1,350.00
<b>Matthew Paradise</b>	Myrtle Elementary	\$ 900.00
<b>Teresa Zimmerman</b>	Myrtle Elementary	\$ 450.00

#### **10. Keystone Oaks Recreational Swim Program Staff**

It is recommended that the Board approve the following individuals for the Keystone Oaks Recreational Swim Staff at the rates listed below for the 2016/2017 school year: Instructor (I), Supervisor (S), Guard (G)

<b>Rachel Constantini</b>	(I,G)
<b>Joanne Dressler</b>	(I)
<b>Kaitlin Flaherty</b>	(I,G)
<b>Maria Lydon</b>	(I,G)
<b>Michael Lydon</b>	(I,G)
<b>Jacob Maley</b>	(I,G)
<b>Tom McMullen</b>	(I,S,G)
<b>Ben Morton</b>	(I,G)
<b>Austin Oleksak</b>	(I,G)
<b>Lori Oleksak</b>	(I,S,G)
<b>Jakeb Pagesh</b>	(I,G)
<b>Jana Pahler</b>	(I,S,G)
<b>Janet Russo</b>	(I,S,G)
<b>Amy Torcaso</b>	(I,S,G)
<b>Gabrielle Wockenfuss</b>	(I,G)

#### **Pay Rates**

- Water Aerobics Instructors \$20.00/hour
- Adult Supervising Instructors \$14.00/hour
- Instructors with Water Safety Training \$10.00/hour
- Student Instructors without Water Safety Instruction \$7.25/hour
- Adult Program Supervisor \$10.00/hour
- Lifeguards \$7.25/hour

#### **For Information Only**

The hiring of **Maria Lydon** and **Michael Lydon** requires the waiver of *Board Policy No. 803: Nepotism* by six (6) disinterested Board Members considering the staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

**11. Rescinding of Athletic Coaches Motion from the August 16, 2016 Business Legislative Meeting**

It is recommended that the Board rescind the following motion that was made at the August 16, 2016, Business/Legislative Meeting:

**Athletic Coaches**

In compliance with the Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B – 11 Athletics Positions and Compensation, it is recommended that the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances, for the 2016/2017 school year:

<b><u>Coach</u></b>	<b><u>Sport</u></b>	<b><u>Compensation</u></b>
<b>Joseph Aul</b>	Varsity Baseball Head Coach	\$4,700.00
<b>Jeremy Diven</b>	KOMS Wrestling Coach	\$3,125.00
<b>Madeline Kay</b>	KOMS Cheerleader Coach	\$2,000.00
<b>Leslie Leopold</b>	KOHS Girls Tennis Coach	\$4,190.00
<b>Maria Lydon</b>	KOHS Swim Assist. Coach	\$4,040.00
<b>Jason Neuman</b>	KOMS Wrestling Coach	\$3,125.00
<b>Matthew Paradise</b>	KOMS Girls Soccer Assist. Coach	\$2,660.00

**12. Athletic Coaches**

In compliance with the Keystone Oaks Education Association Collective Bargaining Agreement 2011-2016, Article XXVIII, Extra Duty Compensation, Sub-Section B – 11 Athletics Positions and Compensation, it is recommended that the Board approve the following individuals as coaches, pending receipt of all legal documents and clearances, for the 2016/2017 school year:

<b><u>Coach</u></b>	<b><u>Sport</u></b>	<b><u>Compensation</u></b>
<b>Joseph Aul</b>	Varsity Baseball Head Coach	\$4,700.00
<b>Jeremy Diven</b>	KOMS Wrestling Coach	\$3,125.00
<b>Madeline Kay</b>	KOMS Cheerleader Coach	\$2,000.00
<b>Leslie Leopold</b>	KOHS Girls Tennis Coach	\$4,190.00
<b>Maria Lydon</b>	KOHS Swim Assist. Coach	\$4,040.00
<b>Jason Neuman</b>	KOMS Wrestling Coach	\$3,125.00
<b>Matthew Paradise</b>	KOMS Girls Soccer Assist. Coach	\$2,660.00

**For Information Only**

The hiring of **Maria Lydon** requires the waiver of Board Policy No. 803: Nepotism by six (6) disinterested Board Members considering the staffing need of the position. The minutes of this meeting will reflect that this is a vote to over-ride the Nepotism Policy, and also that there were no other qualified/experienced candidates for the position in question.

### **III. LEAVE OF ABSENCE**

It is recommended that the Board approve the following employee, L.O., for Family and Medical Leave beginning October 2016 with an anticipated return date of March 2017.

# FINANCE REPORT

September 20, 2016

Mrs. Theresa Lydon, Chairperson

## BOARD ACTION REQUESTED

### I. ACCOUNTS PAYABLE APPROVAL LISTS

The Administration recommends approval of the following Accounts Payable lists as presented in the *Finance Package*:

A. General Fund as of August 30, 2016 (Check No. 51843 – 52020)	\$682,523.30
B. Risk Management as of August 30, 2016 (None)	\$0.00
C. Food Service Fund as of August 30, 2016 (Check No. 9091)	\$80.63
D. Athletics as of August 30, 2016 (Check No. 2049 - 2053)	\$6,290.79
E. Capital Reserve as of August 30, 2016 (Check No. 1545)	<u>\$18,960.00</u>
TOTAL	\$707,854.72

**FOR INFORMATION ONLY**

**I. EXPENDITURE/REVENUE 2016 – 2017 BUDGET to ACTUAL / PROJECTION**

ACCT	DESCRIPTION	2016-2017 BUDGET TOTAL	2016-2017 AUGUST ACTUAL	OVER (UNDER) BUDGET
<b>Revenue</b>				
6000	Local Revenue Sources	\$ 28,874,424	\$ 17,134,980	\$ (11,739,444)
7000	State Revenue Sources	\$ 10,811,514	\$ 1,435,913	\$ (9,375,601)
8000	Federal Revenue Sources	\$ 847,073	\$ 84,360	\$ (762,713)
<b>Total Revenue</b>		<b>\$ 40,533,011</b>	<b>\$ 18,655,253</b>	<b>\$ (21,877,758)</b>
				(OVER)
				UNDER
				BUDGET
<b>Expenditures</b>				
100	Salaries	\$ 15,839,295	\$ 1,162,280	\$ 14,677,015
200	Benefits	\$ 10,401,758	\$ 1,232,984	\$ 9,168,774
	Professional/Technical			
300	Services	\$ 1,660,250	\$ 92,305	\$ 1,567,945
400	Property Services	\$ 1,215,100	\$ 200,966	\$ 1,014,134
500	Other Services	\$ 4,886,463	\$ 613,771	\$ 4,272,692
600	Supplies/Books	\$ 1,219,475	\$ 233,825	\$ 985,650
700	Equipment/Property	\$ 870,175	\$ 536,403	\$ 333,772
800	Other Objects	\$ 967,570	\$ 26,472	\$ 941,098
900	Other Financial Uses	\$ 3,895,000	\$ (168)	\$ 3,895,168
<b>Total Expenditures</b>		<b>\$ 40,955,086</b>	<b>\$ 4,098,837</b>	<b>\$ 36,856,249</b>
<b>Revenues exceeding Expenditures</b>		<b>\$ (422,075)</b>	<b>\$ 14,556,415</b>	<b>\$ 14,978,490</b>

## II. BANK BALANCES

### BANK BALANCES PER STATEMENT AS OF AUGUST 31, 2016

	<u>08/31/2016</u> <u>BALANCE</u>
<b>GENERAL FUND</b>	
FNB BANK	\$ 4,025,547
PAYROLL (pass-thru account)	\$ 9,561
FNB SWEEP ACCOUNT	\$ 11,949,536
ATHLETIC ACCOUNT	\$ 35,651
PLGIT	\$ 6,360,024
PSDLAF	\$ 154,652
INVEST PROGRAM	\$ 171,096
	<u>\$ 22,706,067</u>
<b>CAFETERIA FUND</b>	
FNB BANK	\$ 96,540
PLGIT	\$ 547,818
	<u>\$ 644,358</u>
<b>CONSTRUCTION FUND / CAP RESERVE</b>	
FNB BANK	\$ 345,201
PLGIT - GENERAL ACCOUNT	\$ 1,100,000
PLGIT - G.O. BOND SERIES C OF 2014/ 12-18	\$ 759
	<u>\$ 1,445,960</u>
<b>RISK MANAGEMENT FUND/TAX REFUNDS</b>	
FNB BANK	\$ 274,231
<b>GRAND TOTAL</b>	<u><u>\$ 25,070,615</u></u>



# **FACILITIES REPORT**

**September 20, 2016**

**Mr. Matthew Cesario, Chairperson**

## **BOARD ACTION REQUESTED**

### **I. CHANGE ORDER**

It is recommended that the Board approve a change order in the amount of \$23,950 for the descaling of the three hot water boilers, which is part of the reconstruction boiler project at the High School.

### **II. CONSTRUCTION OF DUGOUTS AT SOFTBALL FIELD – DESIGN SPECIFICATIONS**

It is recommended that the Board approve the Administration to acquire an engineer to design specifications for the construction of dugouts at the softball field on the High School campus, with an amount not to exceed \$3,000.

### **III. REPAIRS TO INTERNAL AIR SEPARATION SCREEN – HIGH SCHOOL BOILER**

It is recommended that the Board approve Combustion Service & Equipment Company to replace the internal strainer of the air separator for the high school boiler at a cost not to exceed \$3,150.

# TRANSPORTATION REPORT

September 20, 2016

Mr. Matthew Cesario, Chairperson

## BOARD ACTION REQUESTED

### I. TRANSPORTATION

It is recommended that the Board approve the Transportation Program for the 2016/2017 school year as presented in the Transportation Booklet.

#### Program

#### Company

Exceptional Children and Act 372

First Student Transit

Port Authority Transit

Regular District Transportation

Matthews Bus Company

Parent Contracts

### II. PORT AUTHORITY AGREEMENT

It is recommended that the Board approve the Agreement between Port Authority Transit and the Keystone Oaks School District to provide monthly bus passes in the amount of \$97.50 per pass for Zone 1 for the 2016/2017 school year.